



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **RESEARCH PROGRAMS**

**FELLOWSHIP PROGRAMS
AT INDEPENDENT
RESEARCH INSTITUTIONS**

Deadline: August 16, 2016 (for projects beginning January 2018). Applicants will be notified of the decision in April 2017.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.161

Items referred to in this document needed to complete your application:

- ☐ Financial forms
- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Research Programs at 202-606-8200 and fpiri@neh.gov.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. NEH strongly recommends that you complete or verify your registration at least two weeks before the application deadline, since it takes time to process your registration.

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register your organization or update its Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

I. Program Description

Grants for Fellowship Programs at Independent Research Institutions (FPIRI) support fellowships at institutions devoted to advanced study and research in the humanities. Recognizing that at times scholars need to work away from their homes and institutions, the FPIRI program sponsors fellowships that provide scholars with research time, a stimulating intellectual environment, and access to resources that might otherwise not be available to them.

Fellowship programs may be administered by independent centers for advanced study, libraries, and museums in the United States; American overseas research centers; and American organizations that have expertise in promoting research in foreign countries. Individual scholars apply directly to the institutions for fellowships. [A list of currently funded institutions](#) is available.

In evaluating applications consideration is given to the library holdings, archives, special collections, and other resources—either on site or nearby—that institutions make available to fellows.

FPIRI grants provide funding for humanities fellowships of four to twelve months. The fellowships are held at the U.S. grantee institutions or—in the case of overseas research centers and organizations—abroad.

FPIRI-funded fellowships are governed by the terms and conditions listed below. (For further information, see the FPIRI Responsibilities of Institutions document, which is available on the [program resource page](#).)

- Fellowship tenure must be fulltime and continuous. FPIRI-funded fellows must be selected by an external committee.

- FPIRI grants support fellowship stipends at a rate of \$4,200 per month and a portion of the costs of selecting the fellows, up to \$5,000. Grants also support the payment of indirect costs—but only on the costs of selecting the fellows, and not on the fellowship stipends.
- A grantee institution may supplement the stipends of FPIRI fellows from its own funds, and fellows may receive additional funds from other sources. FPIRI fellows must be granted the same benefits, services, and accommodations normally accorded other fellows. In some circumstances grantee institutions may withhold a portion of the FPIRI fellows' stipends to cover the costs of housing and meals at a residential center. In their fellowship announcements and award letters institutions must clearly state the full value of the NEH stipend and, if applicable, the amount withheld.
- Grantee institutions must ensure the fair and informed selection of recipients of FPIRI fellowships by relying on the recommendations of an external committee composed of qualified scholars drawn from outside the institution's staff and governing bodies. The committee must convene (either virtually or in person), and all members should be replaced each year. NEH requires selection committees to consist of at least three persons.
- Grantee institutions must avoid real or perceived conflicts of interest in the composition of the selection committee and its deliberations. Staff, officers, board members, and trustees of the institution may not serve as pre-screening evaluators or voting members on committees that review applications for FPIRI awards. The same restrictions apply to staff, officers, and trustees of parent organizations. Persons holding individual memberships at an institution should not constitute a majority on that institution's selection committee.
- The grant period begins on January 1, 2018 with the first round of selection for 2018-19 fellows, and it ends on June 30, 2021 (the end of the final academic year in which fellowships are awarded). Allowable pre-award costs for the selection of fellows may be included in the budget, as long as they are incurred no more than ninety days before the January 1 start of the grant. Pre-award expenditures are made at the recipient's risk, and the recipient's authority to approve such costs does not impose an obligation on NEH in the event an award is not made or is made for an amount that is less than the recipient anticipated. All other project activities and expenditures of project funds must occur during the grant period. A grantee institution must contact the NEH Division of Research Programs and Office of Grant Management concerning any proposed changes to an awarded budget.

FPIRI awards will generally not provide stipend funding for more than twenty-four fellowship-months per year for three years. Applicants seeking stipend support beyond this amount should request matching funds for the additional stipend support at a rate of \$4,200 per month—so that every additional month of NEH funding is matched one-to-one by non-NEH funds.

Grantee institutions are subject to a number of specific conditions governing the administration of a FPIRI grant. (See Section VI, Award Administration Information.)

II. Award Information

Awards are made to support fellowships, generally for three years. Recent grants have ranged from \$113,400 to \$247,800.

The grant period begins on January 1, 2018, and it ends on June 30, 2021.

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the request of the applicant and the availability of funds.

(Learn more about different [types of grant funding](#).)

NEH may offer funding at a level different from that requested. In some instances, NEH may offer matching funds only, or it may offer a combination of matching and outright funds in response to a request for outright funds.

Cost sharing includes cash contributions to a project by the applicant and third parties, as well as in-kind contributions, such as donated goods and services. Cost sharing also includes nonfederal gift money raised to release federal matching funds. Cost sharing is not required in this program, unless federal matching funds are awarded.

III. Eligibility

To apply for a FPIRI grant, an organization must

- be a U.S. nonprofit institution with IRS tax-exempt status, a state or local governmental agency, or a federally recognized Indian tribal government;
- be financed, governed, and administered independently of institutions of higher education; and
- have established and maintained a fellowship program with its own or other funding for at least three years.

Individuals are not eligible to apply.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Applications must be submitted by the August 16, 2016 deadline.

HOW TO PREPARE YOUR APPLICATION

Application advice and proposal drafts

Applicants may submit drafts of their proposals by e-mail to fpiri@neh.gov. Draft proposals, which are optional, should be submitted at least six weeks before the deadline (by July 5, 2016). A response cannot be guaranteed if the draft arrives later. The preliminary proposal gives an applicant the opportunity to receive staff comments about the substance and format of the application. Staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Once NEH has received a formal application, its staff will not comment on its status except with respect to questions of completeness or eligibility.

You are encouraged to review the list of criteria that evaluators are asked to consider when judging the quality of the applications. (See Section V, Application Review.)

All applications must be downloaded, completed, and submitted via Grants.gov.

The project title should follow this format: “Long-Term Research Fellowships [in Country, if not U.S.] at [Center Name]/sponsored by [Organization].” For example: “Long-Term Research Fellowships at the John Carter Brown Library,” or “Long-Term Research Fellowships in India sponsored by the American Institute of Indian Studies.” The project abstract should state the total number of stipend months requested per year and the length of the requested fellowships.

Your application should consist of the following five parts:

- 1. Table of contents (Attachment 1)**

List all parts of the application with corresponding page numbers.

- 2. Narrative (Attachment 2)**

Limit the narrative to twenty-five double-spaced pages with one-inch margins, using at least an eleven-point font.

Information requested in this section may already exist in annual reports, auditors’ reports, and brochures. Where appropriate, refer to URLs that publish this information online. Institutions may refer to such material when preparing a detailed description that includes the following sections in this order:

A. Brief statement (1 paragraph)

State the purpose of the NEH-supported fellowships; their place within the existing fellowship program; and, for returning applicants, whether this request represents an increase in funding over the previous NEH award.

B. The institution and its programs (2-3 pages)

Provide a brief overview of the institution, describing

- the intellectual significance of the work that the institution supports, including its value to scholars and general audiences in the humanities;
- the institution's purpose, philosophy, history, governance, and sources of funding;
- the administrative structure, size of the staff, and location;
- the size and scope of library holdings, archives, or special collections available on site or nearby;
- the resources and facilities available for study, research, and discussion (for example, offices, computer equipment, carrels, and common rooms);
- the services available to NEH fellows (for example, secretarial, research, or technical assistance; photocopying; and meals); and
- the housing offered fellows, or the efforts to assist them in finding it.

C. The fellowship program (4-6 pages)

Provide an overview of the existing fellowship program, describing

- the mission of the fellowship program;
- the ways in which NEH-supported fellowships benefit the institution's overall fellowship program;
- the history of the program, recent developments, and future goals;
- special fields of interest and any particular mix of scholars that the institution attempts to achieve;
- the activities of fellows; and
- the ways in which the institution fosters collegial discourse among fellows and interaction with the local scholarly community, including programs such as seminars, colloquia, lunch meetings, and other means of fostering intellectual interaction.

D. Publicity and application procedures (2-4 pages)

Identify target audiences. Explain how the institution will publicize fellowships to qualified applicants, especially through its website (provide the URL), listservs, and other online means. Describe the publicity and

outreach methods that the institution will use to attract a substantial and diverse group of scholars with related interests. Assess the effectiveness of past publicity efforts. Add a descriptive analysis of the applicant pool based on the statistical information provided in Attachment 8.

Append a copy of the application for FPIRI-supported fellowships (or provide the URL at which it is available) in Attachment 9. New applicants should submit their current fellowship application. Screenshots are acceptable.

E. Selection procedures (3-5 pages)

New applicants: Describe the sequence of events during the current selection process and, if applicable, the changes that would be made to meet the conditions of a FPIRI-supported program. (See Section VI, Award Administration Information.)

Returning applicants: Describe the schedule and process for selecting fellows and any changes made to improve its quality and effectiveness.

All applicants: Describe how the institution's process ensures the selection of the best possible candidates and projects (see the pertinent section of the Responsibilities of Institutions memorandum, which is available on the [program resource page](#)).

- List the criteria for selecting fellows.
- If outside reviewers pre-screen applications, explain and justify the process.
- List the criteria for choosing members of the selection committee and state its size. If members serve for more than one year, explain the rationale for the extended tenure.
- Explain how the diversity, impartiality, and expertise of the selection committee are achieved. Describe the process for choosing members of the committee and its composition, with respect to discipline, experience, geographical diversity, institutional characteristics, and other factors.
- List the conflict-of-interest rules by which deliberations are governed.
- If awards are made by more than one program or committee, describe the selection procedures used by each and explain how funds are allocated among programs or committees.

F. Program evaluation (2-3 pages)

Describe the reports and other kinds of feedback that the institution requests from fellows. Summarize the findings of the most recent assessment of the institution's fellowship program(s). If the institution solicited outside assessments of its programs, please describe those as well.

G. Institution staff and fellowship program administration (1-2 pages)

Identify the permanent professional staff dedicated to the fellowship program. Explain how responsibility is divided among staff members and the extent to which they are directly involved in its administration.

H. Future of the institution's fellowship program (1 page)

Describe any anticipated changes in the institution's mission and intellectual vision, scope, administrative structure, funding, or mix of fellows. Discuss how these changes will affect the work of scholars supported through the institution's programs. Explain any changes in the number of fellows (FPIRI-supported and other) or stipend levels needed to achieve the institution's purposes.

3. Financial forms (Attachment 3)

Program funding and financial information

In addition to completing the financial forms discussed below, applicants should provide in Attachment 3 the information requested in the next three paragraphs.

New applicants: Briefly lay out the size, tenure periods, and funding structure of your current fellowship program(s). Explain how the addition of FPIRI-supported fellows would affect the current structure.

All applicants: List the number of prospective fellows, their tenure, and the corresponding NEH stipend amounts (calculated at \$4,200 per month). If applicable, list the amount of additional funds from other sources that are used to augment the stipends. If portions of the stipend will be deducted to pay for fellows' housing and meals, indicate and justify these amounts. Note that expenses (other than those noted in the previous sentence), fees, and indirect costs may not be deducted from fellows' stipends.

If the institution received an NEH Challenge Grant to endow fellowships, explain how the annual income from the endowment generated by the Challenge Grant is currently used.

Prior-year financial report form: Use this form to provide a financial overview of the budget from the most recent fiscal year for the complete fellowship program as it currently exists, including funds budgeted from the institution's own resources and from third parties. Be sure to illustrate the expenditures for the institution's entire fellowship program, not just the FPIRI-supported one. Divide the budget into categories of expenses similar to those in the NEH sample financial report for existing fellowship programs.

Note that this form includes items that would not be funded by FPIRI grants, which support only fellowship stipends, a portion of the costs of selecting the fellows, and indirect costs (based only on the cost of selecting the fellows). Clearly distinguish long-term from short-term research awards and predoctoral from postdoctoral awards. If other funds will be used to augment NEH-supported fellowships, indicate briefly, if applicable, any restrictions that they carry.

Links to the sample financial report (PDF) and the fillable financial report form (MS Excel) are available on the [program resource page](#) (see FPIRI Sample Financial Forms and FPIRI Financial Forms to Fill Out).

Three-year NEH budget request form: Use the three-year budget request form to specify the funding requested from NEH in the current application. The budget should include additional funding (if any) for fellows' stipends that is drawn from non-NEH sources and distinguish between outright and matching funds, if applicable. Please request matching funds in multiples of \$4,200 to be applied to the stipend amounts. A sample three-year budget request is available for guidance.

- **Payments to grantees:** NEH funding for fellows' stipends is calculated at a rate of \$4,200 per month of tenure (for four to twelve months). Identify any additional payments to fellows—drawn from non-NEH sources—that would supplement the NEH stipends. If applicable, indicate any costs for housing and regular meals that will be deducted from the stipend amount.
- **Selection:** Applicants may request up to \$5,000 per year to defray costs associated with selecting NEH fellows. Supported selection costs are limited to the travel expenses, per diem expenses (covering lodging and meals), and honoraria of selection committee members. Indicate the number of selection committee members and itemize these costs, as applicable.
- **Indirect costs** may be included, but only on the costs of selecting the fellows.

If the applicant institution is claiming indirect costs and has a federally negotiated indirect-cost rate agreement, submit a copy of the agreement. Do not attach the agreement to your budget request form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). (See the instructions for this form in the Application Checklist at the end of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).

Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base (typically a portion of the direct costs of the project). If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, include on the budget request form the following information: a) the indirect-cost rate; b) the federal agency with which the agreement was negotiated; and c) the date of the agreement.

If the applicant organization does not have a current federally negotiated indirect-cost rate or has not submitted a pending indirect-cost proposal to a

federal agency, you may choose one of the following options, if you wish to include overhead charges in the budget:

- NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed 10 percent of direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of \$25,000). This option is not available to sponsorship (umbrella) organizations. If you choose this option, you must maintain documentation to support overhead charges claimed as part of project costs.
- If the applicant organization wishes to use a rate higher than 10 percent, you must provide an estimate of the indirect-cost rate and the charges on the budget request form. If the application is approved for funding, NEH will provide instructions in the award document on how to negotiate an indirect-cost rate with NEH.

If you choose one of these two options, please indicate on your budget request form that you are doing so.

Links to the sample three-year budget request (PDF) and the fillable three-year budget request form (MS Excel) are available on the [program resource page](#) (see FPIRI Sample Financial Forms and FPIRI Financial Forms to Fill Out).

4. Appendices

- **Résumés:** Provide brief résumés (two-page maximum) of the director of the institution and the principal staff involved in the program who are listed under section G of the narrative. **(Attachment 4)**
- **Reviewers:** Provide lists of members of the selection committee for the current year and the two preceding years, annotated as to discipline, institutional affiliation, and academic rank. Do not attach lists of pre-screeners; instead, explain who they are in section E of the narrative. **(Attachment 5)**
- **Fellows:** Provide lists of all fellows for the current year (fiscal or academic) and for the two preceding years, including their fields and home institutions. This list should distinguish long-term fellows (those supported for four or more months) from short-term fellows (those supported for fewer than four months). For the long-term fellows only, add one- to two-paragraph descriptions of their projects. Applicants for renewal grants must list the NEH fellows separately. **(Attachment 6)**
- **Publications:** Provide lists of publications by previous fellows that resulted from their fellowships. Go back no more than ten years and include only books, book chapters, scholarly articles, and websites or other digital products. Mention prizes where applicable. Organize the list alphabetically

by the fellows' last names and indicate the year of the fellowship for each fellow's entry. If you are reapplying, list only the publications of NEH fellows. Provide full citations. **(Attachment 7)**

- Statistical analysis: Provide comparative statistical charts of both the applicant pool and the resulting awardees for the current year and for each of the two preceding years. Where applicable, distinguish applicants for NEH fellowships (and NEH awardees) from others. The most important general categories of analysis are fields of study, types of institution (for example, research university versus four-year college), academic rank, and geographical distribution. **(Attachment 8)**
- Append a copy of the application for FPIRI-supported fellowships (or provide the URL at which it is available). New applicants should submit their current fellowship application. **(Attachment 9)**
- Review guidance: Provide a copy of the guidance, instructions, and selection criteria given to those who select fellows and other grantees. **(Attachment 10)**
- Misconduct policy: Provide a copy of the institution's research misconduct policy. **(Attachment 11)**
- Reports: New applicants must append copies of reports from all postdoctoral fellows for the last three years. Applicants for renewal grants do not supply reports; instead FPIRI program staff will append the reports that fellows submitted to NEH in the past three years. **(Attachment 12)**

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#). **Information on how to confirm that you successfully submitted your application is available [here](#) (PDF). It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

DEADLINES

Draft Proposals (optional): Program staff recommends that draft proposals be submitted at least six weeks before the deadline, by July 5, 2016. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

Applications must be received by Grants.gov on or before August 16, 2016. Grants.gov will date- and time-stamp your application after it is fully uploaded. Late, incomplete, or ineligible applications will not be reviewed.

V. Application Review

Reviewers will be asked to consider the following questions when evaluating applications:

1. Humanities significance: How important to the advancement of the humanities is the fellowship program for which funding is requested?
2. Resources, facilities, and assistance: Are fellows likely to pursue their research more successfully because of the research collections, facilities, services, and other resources provided by the applicant institution? How effectively does the institution promote intellectual exchange? How effectively does it administer its fellowship program?
3. Applicant pool, publicity, and budget: Is the applicant pool appropriate to the size of the program? How effective are the publicity and outreach for the fellowship competition? Does the application make a persuasive case for the amount of NEH support requested for fellowships?
4. Fairness of selection: Is the fellowship selection process expert and objective? Has the institution chosen highly qualified and impartial selection committee members, who reflect an appropriate disciplinary and regional diversity? Does the institution avoid conflicts of interest (or the appearance of conflicts) in establishing the selection committee and choosing the fellows? Does the process, as described, ensure that the best possible candidates are selected?
5. Performance: How strong is the institution's previous record in offering fellowships? Have former fellows been productive? Have the scholarly contributions resulting from FPIRI fellowships or other fellowships been of value to scholars and general audiences in the humanities?

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance [§200.205](#). (See Section VI below for more information about the Uniform Guidance provided by the Office of Management and Budget.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

VI. Award Administration Information

Award notices

Applicants will be notified of the decision by e-mail in March 2017. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in April 2017. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The [Grant Management](#) section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Research Programs, 400 Seventh Street, S.W., Washington, D.C. 20506, or an e-mail message to fpiri@neh.gov.

Reporting requirements

Annual fellowship selection reports and a final performance report will be required. See the Instructions for Fellowship Selection Reports document, which is available on the [program resource page](#), for further details.

Upon completion of tenure, NEH fellows are required to fill out a brief questionnaire about their activities and accomplishments. The questionnaire must be submitted to the NEH Division of Research Programs at <https://securegrants.neh.gov/Misc/CentersEvaluation.aspx>.

Conditions governing the administration of an NEH fellowship program

The conditions and requirements governing the administration of an NEH fellowship program are explained in the Responsibilities of Institutions memorandum and the Responsibilities of Fellows memorandum. Both of these documents are available on the [program resource page](#).

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the “Uniform Guidance.” The Uniform Guidance applies to all NEH awards and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers. (See 2 C.F.R. Part 200: [UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#).) NEH will identify in each grantee’s award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General. You can find details on how to report such allegations and suspicions [here](#).

VII. Points of Contact

If you have questions about the program, contact

Division of Research Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8200
fpri@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: <http://www.grants.gov/>
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>
Grants.gov support line: 1-800-518-GRANTS (4726)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there's no need to download it.) Alternatively, you can search Grants.gov for this program. The FPIRI program resource page also has a direct link to the instructions for completing the package.
- **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form
 4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:
 - ATTACHMENT 1: Table of contents (name the file "contents.pdf")
 - ATTACHMENT 2: Narrative (name the file "narrative.pdf")
 - ATTACHMENT 3: Financial information, to be conveyed in the prior-year financial report form and the three-year NEH budget request form (name the file "financialinformation.pdf")
 - ATTACHMENT 4: Brief résumés (name the file "resumes.pdf")
 - ATTACHMENT 5: Lists of members of the selection, rating, or review committee (name the file "reviewers.pdf")
 - ATTACHMENT 6: List of fellows (name the file "fellows.pdf")
 - ATTACHMENT 7: List of publications by fellows (name the file "publications.pdf")
 - ATTACHMENT 8: Statistical analysis (name the file "statisticalanalysis.pdf")
 - ATTACHMENT 9: Fellowship application form, or the URL at which it is available (name the file "applicationform.pdf")

ATTACHMENT 10: Copy of guidance material for the review process (name the file “reviewguidance.pdf.”)

ATTACHMENT 11: Research misconduct policy (name the file “researchmisconduct.pdf”)

ATTACHMENT 12: Copies of reports from long-term postdoctoral fellows, required only of new applicants, not of applicants currently funded by FPIRI (name the file “reports.pdf”)

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—Using this form, attach **only** a copy of the applicant institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the [program resource page](#), for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Information on how to confirm that you successfully submitted your application to Grants.gov is available [here](#) (PDF). It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.